




Department of Energy

Washington, DC 20585

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TO: PROGRAM RECORDS OFFICIALS

FROM: LORRETTA D. BRYANT 
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OFFICE OF INFORMATION TECHNOLOGY PLANNING,
ARCHITECTURE AND E-GOVERNMENT

SUBJECT: NUMBERED MEMORANDUM RM 07-23, EGOVERNMENT
INTERNAL SCORECARD FY 2007, FOURTH QUARTER

Attached is the internal scorecard for the fourth quarter of FY 2007. With the exception of those program offices that submitted a work plan, all other program offices should have completed the identification of all electronic information systems and their applicable disposition schedules and submitted the information to this office on the e-template provided in Quarter 1.

The fourth quarter action requires the identification of all vital or permanent records contained in the information systems that were identified as having record content. As defined in DOE O 243.1, Records Management Program, permanent records are those that the National Archives and Records Administration (NARA) determined to have sufficient value to warrant its preservation in the National Archives. Vital records are those that are essential to the continued functioning or reconstitution of an organization during and after an emergency including those records essential to protecting the rights and interests of that organization and of the individuals directly affected by its activities. Vital records are sometimes called essential records. Vital records considerations are part of DOE's continuation of operations program. (see also DOE O 243.2, Vital Records)

The information requested may be submitted in one of the following formats: e-mail, Word, or the e-template. The e-template can be used to list the applicable systems and the appropriate status ("Vital Records/Permanent") marked accordingly.

Program Records Officials (PRO) and where applicable, Records Management Field Officers (RMFO) should continue to work with their organization's Information Technology (IT) Council representative or IT point-of-contact to complete the requirements for this quarter. A list of the IT Council members by organization were provided as an attachment to numbered memo 07-04, dated January 12, 2007.



Please submit your response (including "negative" where appropriate) to Brandy Freeman at brandy.freeman@hq.doe.gov by September 10, 2007. If you have questions, please contact Brandy on 301-903-1454.

Attachment
Q4 Scorecard Criteria